

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS  
COMMITTEE ON PERSONNEL, COMPENSATION & GOVERNANCE  
3:00 P.M.; THURSDAY, APRIL 21, 2022  
The Gateway Dining & Event Center  
(on the campus of Virginia State University)  
(No Public Comment Period Scheduled)**

**DRAFT AGENDA  
(as of 4.8.22)**

CALL TO ORDER ..... Mr. Raul R. Herrera, Chair

ROLL CALL

INVOCATION (*Pastor Graham*)

APPROVAL OF AGENDA

APPROVAL OF PREVIOUS MEETING MINUTES (if any)

- Minutes from the February 3, meeting

PRESIDENT'S REMARKS ..... Dr. Makola M. Abdullah

CLOSED SESSION

- Discussion of the President's Contract Terms

REPORTS AND RECOMMENDATIONS

- Information Items:
  - Human Resource Organizational Structure
  - University Recruitment Strategy
  - Process Improvements
  - Supervisor/Manager Development
  - Early Retirement Incentive Program (ERIP)
  - Cardinal Human Capital Management (HCM) Payroll & Human Resources Information System (HRIS) Update
  - Update on the Climate Survey/Salary Equity Plan

OTHER BUSINESS

ADJOURNMENT

*\*\*All start times for committees are approximate. Meetings may begin after the posted approximate start time as committee members are ready to proceed.*

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS  
PERSONNEL, COMPENSATION & GOVERNANCE  
COMMITTEE MINUTES  
APRIL 21, 2022**

**CALL TO ORDER**

Mr. Raul Herrera, Chair, called the Personnel, Compensation, & Governance (PCG) Committee meeting to order at approximately 3:00 p.m. in the Gateway Dining & Event Center.

**ROLL CALL**

A quorum was present.

*Committee Members Present:*

Mr. Raul Herrera  
Ms. Thursa Crittenden (*arrived 3:17 p.m.*)  
Mr. Michael Flemming (*absent*)  
Ms. Shavonne Gordon (*absent*)  
Mr. Jon Moore (*absent*)  
Mr. Xavier Richardson (*absent*)  
Mr. Wayne Turnage  
Dr. Valerie Brown, Rector (*ex-officio*)

*Other Board Members Present:*

Ms. Pamela Currey  
Dr. Christine M. Darden  
Mr. Glenn Sessoms

*Legal Counsel:*

Mr. Mike Melis, Senior Assistant Attorney General

*Administration Present:*

Dr. Makola M. Abdullah, President  
Dr. Donald Palm, Provost/Sr. Vice President for Academic and Student Affairs  
Mr. Kevin Davenport, Vice President for Finance  
Dr. Tia Minnis, Vice Provost for Academic Success, Planning, and Institutional Effectiveness  
Dr. Gwendolyn Williams Dandridge, Asst. Vice President/Director, Office of Communications  
Dr. Annie C. Redd, Special Assistant to the President and Board Liaison

*Others Present:*

Travis Edmonds, Technology Services  
Derrick Jennings, Technology Services  
Deborah Jefferson, Office of the President  
Danette Johnson, Office of the President  
Yourdonus James, Director, Conference Services

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### *Others Present:*

Tasha Owens, Internal Audit

Malika Blume, President's Office

### **INVOCATION**

Chair Herrera invited Pastor Graham to offer the invocation.

### **APPROVAL OF AGENDA**

The Committee approved the agenda by voice vote.

### **APPROVAL OF PREVIOUS MEETING MINUTES (if any)**

The Committee approved the minutes from the February 3, 2022 committee meeting.

### **PRESIDENT'S REMARKS**

President Abdullah had no remarks.

### **CLOSED SESSION**

The Chair convened a closed meeting at approximately 3:30 p.m. for the discussion of personnel matters related to the employment, assignment, appointment, or performance of specific employees pursuant to Va. Code Section 2.2-3711 (A) (1), specifically relating to the President's contract terms. The motion was properly made and seconded. Mike Melis, Senior Assistant Attorney General, and Dr. Annie C. Redd, Special Assistant to the President/Board Liaison, remained in the closed session.

The Committee re-convened in open session at approximately 4:30 p.m. with a roll call vote that the Committee discussed or considered only those public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion(s) by which the closed meeting was convened.

In open session, Chair Herrera asked for a motion to recommend the President's contract terms as discussed to the full Board for approval. The motion was properly made and seconded.

### **REPORTS AND RECOMMENDATIONS**

#### **Office of Human Resources**

Chair Herrera presented a brief update from Ms. Tanya Simmons, Associate Vice President (AVP) for Human Resources (HR). The office structure has changed due to the departure of the associate director of human resources. Instead of filling the vacancy, Ms. Simmons promoted two members of the HR staff to HR Managers to maintain continuation of operations. Relative to the University Recruitment Strategy, Ms. Simmons hired two additional recruiters to the team; one of which is dedicated to our largest customer-the Provost Office. HR is working on streamlining the overall recruitment process.

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HR Process Improvements include working with our Enterprise Resource Planning (ERP) system Ellucian to move most of the HR transactional processes into the system versus current state which is paper driven. Implementation is scheduled by July 1, 2022.

Management Development Classes will begin May 3, 2022 and will be held over 3 days. The classes will engage participants in sharing/teaching superior Communication Habits, Lawful Interviewing, Discipline & Discharge/Performance Management, Managing Conflict in the Workplace, Identifying 4 Core Leadership Responsibilities, and Working Within the Law.

**Climate Survey/Salary Equity Plan**

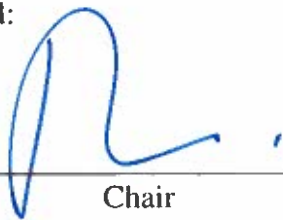
Dr. Tia Minnis presented an update on the VSU Climate Survey/Salary Equity Plan. The survey study has been completed and the University leadership has received recommendations and results from the consultant. Dr. Minnis reviewed the study's goals, project phases, climate survey results, current system findings, market results, and recommendations. The next steps include receiving the final recommendations for compensation and climate, finalizing the report for distribution, and communicating results to VSU employees.

**OTHER BUSINESS**

**ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at 4:40 p.m.

Approved:



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Chair



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Date